

QAR Team Meeting September 12, 2011

Next Meeting –9/26/11 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Kurt	Mohr	QAE	X
Adam	Bracero	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Agenda for today: CAS review results. Updated to CAP form. Procurement Assessment schedules. Sharepoint update.

Updates:

Assurance Council: Hasn't met since the CAS review. Will meet tomorrow & discuss CAS review and path forward for CAS.

ES&H: N/A

WDRS: N/A

BSS: N/A

Assessments: All are M&TE. FESS, done. PPD, first draft of report done. BSS, report in edit. CD first rough draft is done.

Process Improvement: N/A

NOTES:

CAS

Fermilab areas reviewed:

- Corporate Office (FRA)
- Lab Management
- Site Office
- Notable practices
- Improvement Opportunities

Updated CAP form review. Several sections removed as redundant.

Questions were raised about how much time is allocated to produce the reports.

Assessment schedules FY2012 reviewed. Each assessment will consist of 2 weeks planning, 1 week on site, 2 weeks to write report which should address the questions

Sharepoint update: Workflow started. "Starter" site in integrations server for sharepoint constructed to determine needs.

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A science assessment will be planned for Oct'11 pending input from Mike Lingren and others on useful candidates. The 9 recommendations from the science "as-is" will be a proposed starting place to select from.

Tom Gehrke

Meeting adjourned – duration 65 min